

Public Notification Letter

I. M. VCP Applicant Letterhead

Date

CERTIFIED MAIL

RETURN RECEIPT REQUESTED

U. R. Landowner
123 Main Street
Anywhere, TX 00000

SUBJECT: Notification of Off-Site Contamination
[Describe Type of Off-Site Release]
Site Address (123 Main Street)
Anywhere, Texas 00000; Some County
VCP Project Number: VCP # XXX

Dear Landowner:

This letter is to inform you that contaminants are present on your property above the residential health-based level, as determined by the standards of the Texas Natural Resource Conservation Commission (TNRCC). The rules for the Texas Voluntary Cleanup Program 30 TAC 333.11 require that we notify property owners and submit proof of notification, within two weeks of when it is discovered in the course of an environmental investigation, that contamination exceeding the residential health-based level has migrated onto property owned or controlled by others.

If you would like to review or make copies of the report which details the environmental investigation, please contact the TNRCC's Records Services at (512) 239-2920. The physical address is TNRCC Building D, Room 190, 12118 N. Interstate 35, Austin, Texas 78753. The operating hours are 8 a.m. - 5 p.m. Monday through Friday. Please refer to the Voluntary Cleanup Program number [VCP #XXX] when contacting the TNRCC. You may contact [**VCP Project Manager**] at [**telephone with area code for contact**] with questions concerning this notice. Should you have any questions of I. M. VCP applicant, please contact the undersigned at (XXX) XXX-XXXX.

Please sign and date this form immediately, in order for us to provide evidence of notification to the TNRCC.

Recipient's Name
(print or type)

Recipient's Signature

Date

U. R. Landowner
Date
page 2

Sincerely,

I. M. VCP Applicant
Title

cc: TNRCC, VCP Project Manager

GENERAL PUBLIC NOTIFICATION

This notice is to inform property owners and interest holders that more likely than not, contaminants have migrated off-site from **[site name and address/legal description]** onto adjacent property. The concentration levels are at or below the residential health-based levels, as determined by the standards of the Texas Natural Resource Conservation Commission (TNRCC). The rules for the Texas Voluntary Cleanup Program 30 TAC 333.11 require that [Applicant] notify property owners and interest holders, within two weeks after agency approval of a report describing the nature and extent of contamination at the site, and prior to initiation of response actions. The contaminants are at concentrations protective of any future land use and the TNRCC does not require further investigation or remediation off-site.

If you would like to review or make copies of the report which details the environmental investigation, please contact the TNRCC's Records Services at (512) 239-2920. The physical address is TNRCC Building D, Room 190, 12118 N. Interstate 35, Austin, Texas 78753. The operating hours are 8 a.m. - 5 p.m. Monday through Friday. Please refer to the Voluntary Cleanup Program number [VCP #XXX] when contacting the TNRCC. You may contact **[VCP Project Manager]** at **[telephone with area code]** with questions concerning this notice. Should you have any questions of [Applicant], please contact _____ at (XXX) XXX-XXXX.